***	Government of the District of Columbia	2015	D-4 DC With	nholding Allowance Certific	cate	
Socia	I security number					
First	name		M.I. Last name			
Home	e address (number, street and suite/apartment number	if applicable)				
City				State Zip code +4		
1				partners filing jointly/qualifying wid	-	
2		Married filing s		Married/domestic partners filing	ig separately on sam	e return
	Total number of withholding allowances ter total from Sec. A, Line i		n Sec. B, Line m	Total number of withholding	allowances , Line n	
3	Additional amount, if any, you want with		-			
4	Before claiming exemption from withho	lding, read be	elow. If qualified, v	vrite "EXEMPT" in this box.		
5	My domicile is a state other than the Dis	_		No If yes, give name of state of do	omicile	
	I am exempt because: last year I did not owe a			· -		r I do
	not expect to owe any DC income tax and expect If claiming exemption from withholding	ect a full refund o	of all DC income tax			
Sign	nature Under penalties of law, I declare tha	t the information	n provided on this cei	tificate is, to the best of my knowledge, c	orrect.	
Emplo	oyee's signature	Date				
	Oloyer Keep this certificate with your records. se send a copy to: Office of Tax and Revenue, 1.		·		s false information	
	Detach and give the	top portion to yo	our employer. Keep th	ne bottom portion for your records.		

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Detach and give the top portion to your employer. Keep the bottom portion for your records.

Who must file a Form D-4?

Every new employee who resides in DC and is required to have DC income taxes withheld, must fill out Form D-4 and file it with his/her employer.

If you are not liable for DC income taxes because you are a nonresident or military spouse, you must file Form D-4A, Certificate of Nonresidence in the District of Columbia, with your employer.

When should you file?

File Form D-4 whenever you start new employment. Once filed with your employer, it will remain in effect until you file a new certificate. You may file a new withholding allowance certificate any time the number of withholding allowances you are entitled to increases. You must file a new certificate within 10 days if the number of withholding allowances you claimed decreases.

How many withholding allowances should you claim?

Use the worksheet on the front of this form to figure the number of withholding allowances you should claim. If you want less money withheld from your paycheck, you may claim additional allowances by completing Section B of the worksheet, Lines j through n. However, if you claim too many allowances, you may owe additional taxes at the end of the year.

Should I have an additional amount deducted from my paycheck?

In some instances, even if you claim zero withholding allowances, you may not have enough tax withheld. You may, upon agreement with your employer, have more tax withheld by entering on Line 3, a dollar amount of your choosing.

What to file

After completing Form D-4, detach the top portion and file it with your employer. Keep the bottom portion for your records.